

Approved For Release 2002/01/23 : CIA-RDP78-04718A001700240101-7
S-E-C-R-E-T
(WHEN FILLED IN)

MEMORANDUM FOR: OFFICE OF PERSONNEL

ATTENTION: CHIEF, PLANNING AND ANALYSIS STAFF

SUBJECT: CURRENT MILITARY RESERVE OR NATIONAL GUARD EMPLOYEES IN

OFFICE DIVISION BRANCH
(FIELD - USE STATION DESIGNATION ONLY)

AS OF
MONTH DAY YEAR

1 NAME (LAST-FIRST-MIDDLE) ... COLUMN 1 FOR HEADQUARTERS USE ONLY	2 SERVICE SERIAL NO.	3 BRANCH OF SERVICE	4 RESERVE RANK OR GRADE	5 CURRENT RESERVE CATEGORY	6 MILITARY OCCUPATIONAL SPECIALTY	7 RESERVE UNIT TO WHICH ASSIGNED OR ATTACHED	8 MILITARY MOBILIZATION ASSIGNMENT	9 EXPIRATION OF ENLISTMENT DATE
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								

I N S T R U C T I O N S

A MILITARY RESERVIST IS ANY PERSON APPOINTED OR ENLISTED AS A RESERVE OF THE ARMED FORCES OF THE UNITED STATES, OR ANY PERSON WHO ACQUIRES SUCH STATUS BY TRANSFER PURSUANT TO LAW TO THE NATIONAL GUARD OF THE UNITED STATES, THE ARMY RESERVE, THE NAVAL RESERVE, THE MARINE CORPS RESERVE, THE AIR NATIONAL GUARD OF THE U.S., THE AIR FORCE RESERVE, OR THE COAST GUARD RESERVE.

COLUMN 3 - BRANCH OF SERVICE: ARMY, NAVY, MARINE CORPS, AIR FORCE, COAST GUARD, NATIONAL GUARD OR AIR NATIONAL GUARD.

COLUMN 5 - RESERVE CATEGORY: INDICATE WHETHER YOU ARE IN THE READY RESERVE, STANDBY RESERVE OR RETIRED RESERVE.

A. THE READY RESERVE CONSISTS OF THOSE UNITS OR MEMBERS OF THE RESERVE COMPONENTS, OR BOTH, WHO ARE LIABLE FOR ACTIVE DUTY EITHER IN TIME OF WAR, IN TIME OF NATIONAL EMERGENCY DECLARED BY THE CONGRESS, OR PROCLAIMED BY THE PRESIDENT, OR WHEN OTHERWISE AUTHORIZED BY LAW. YOU ARE A READY RESERVIST UNLESS YOU HAVE RETIRED, OR HAVE VOLUNTARILY BEEN TRANSFERRED TO THE STANDBY RESERVE, OR HAD YOUR NAME OFFICIALLY PLACED ON THE INACTIVE STATUS LIST BY COMPETENT AUTHORITY.

B. THE STANDBY RESERVE CONSISTS OF THOSE UNITS OR MEMBERS OF THE RESERVE COMPONENTS (OTHER THAN MEMBERS OF THE RETIRED RESERVE), OR BOTH, WHO ARE LIABLE FOR ACTIVE DUTY ONLY IN TIME OF WAR OR NATIONAL EMERGENCY DECLARED BY THE CONGRESS, OR WHEN OTHERWISE AUTHORIZED BY LAW. THE STANDBY RESERVE INCLUDES THE INACTIVE STATUS LIST.

C. THE RETIRED RESERVE CONSISTS OF THOSE MEMBERS OF THE RESERVE COMPONENTS WHOSE NAMES ARE PLACED ON RESERVE RETIRED LISTS ESTABLISHED IN ACCORDANCE WITH REGULATIONS PRESCRIBED BY THE APPROPRIATE SECRETARY.

COLUMN 6 - MILITARY OCCUPATIONAL SPECIALTY:

A. ARMY AND NATIONAL GUARD - ENTER YOUR MOS

B. AIR FORCE AND AIR NATIONAL GUARD - ENTER YOUR AFSC

C. MARINE CORPS - ENTER YOUR MOS

D. NAVY AND COAST GUARD:

(1) OFFICERS - ENTER YOUR DESIGNATOR

(2) ENLISTED - ENTER YOUR RATING

IF YOUR SPECIALTY NUMBER IS UNKNOWN, ENTER THE TITLE OF YOUR MILITARY SPECIALTY.

COLUMN 7 - RESERVE UNIT TO WHICH ASSIGNED: IF UNKNOWN, ENTER LOCATION OF SERVICE RECORDS.

COLUMN 8 - MILITARY MOBILIZATION ASSIGNMENT: IF YOU HAVE BEEN GIVEN A MOBILIZATION ASSIGNMENT BY COMPETENT MILITARY AUTHORITY ENTER THE NAME OF THE OFFICE AND/OR AGENCY TO WHICH YOU WOULD BE ORDERED IN THE EVENT OF MOBILIZATION. IF YOU HAVE NOT BEEN OFFICIALLY NOTIFIED BY COMPETENT MILITARY AUTHORITY THAT YOU HAVE SPECIFIC MOBILIZATION ASSIGNMENT, LEAVE BLANK.

COLUMN 9 - EXPIRATION OF ENLISTMENT DATE:

A. ENLISTED PERSONNEL ENTER DATE WHEN CURRENT ENLISTMENT EXPIRES OR WHEN PRESENT RESERVE OBLIGATION ENDS, WHICHEVER IS LATER.

B. OFFICERS WHO ARE SERVING UNDER OTHER THAN AN INDEFINITE APPOINTMENT ENTER TERMINATION DATE OF CURRENT APPOINTMENT.